

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-5 to GS-6

25X1A9a

1. [REDACTED] is a high school graduate and a graduate of Goldey Beacom Junior College in Wilmington, Delaware, an AA-rated executive secretarial training school. In April 1967 she was hired by CIA at the GS-5 level and was subsequently assigned to Analysis Division/ORD in June 1967, then to Optics Division/ORD on 2 April 1967.

25X1A9a 2. In accepting the responsibilities of senior secretary, [REDACTED] undertook unfamiliar tasks and quickly understood her duties and brought them under her control. Under these trying conditions, she has maintained her composure and good nature and has been most cooperative with her co-workers. She is trying hard and is on a steep learning curve with new words and expressions to familiarize herself with. Certainly her attitude is the correct one, and she obviously is performing at the GS-6 level. There is headroom for this promotion.

3. It is recommended that [REDACTED] be promoted from a GS-5 to GS-6.

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25X1A9a
[REDACTED]

Chief, Optics Division

Approved

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SUBJECT: Recommendation for Promotion -
[REDACTED] GS-5 to GS-6

RECOMMEND APPROVAL:

SIGNED

Chairman, Special Panel/ORD

10/9/69
Date

APPROVAL:

SIGNED

Director of Research and Development

12/13/69
Date

Distribution:

O&1 - Addressee

① - CSP/ORD

1 - AO/ORD

1 - C/Optics

ORD [REDACTED] pjd/2652 (16 September 1969)

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